

Ramsey Free Public Library

Meeting of the Board of Trustees January 14, 2019

Mr. Phelan continued the January meeting, beginning at 7:39 p.m., immediately following the Annual Meeting. Also present were Mrs. FitzPatrick, Mrs. Knauss, Mrs. Ohnegian, Mrs. Rennie, Mrs. Thompson, Mrs. Tuntigian, Trustees, Councilwoman Jachzel, and Director Latham. Mr. Bogaenko, Mayor Dillon, and Mrs. Martin were absent. The minutes of the December 10, 2018 meeting were accepted as received on motion by Mrs. Rennie, seconded by Mrs. Thompson, and passed.

Correspondence: None

Library Board Members Comments: Mrs. Rennie noted that she is pleased that going forward there will be a monthly bill list for the trustees which they will review and approve. This standard practice is codified in New Jersey statute and, according to the NJ State Library, is a required practice for library boards. Beginning in February, the bill list will be adopted as a standard practice for the library board.

Treasurer's Report: Due to the absence of Mr. Bogaenko, the treasurer's report was not reviewed.

Director's Report: Director Latham noted that the staff, especially Assistant Director Elwell, has been very helpful during his first month at the library.

He explained his 2019 Draft Budget Proposal, highlighting specific aspects. He has not yet met with Mr. Bogaenko. The library's 1/3 mil rate dropped for the 2019 fiscal year by over \$36,000. The BCCLS bill will be increasing due to delivery costs. There may be possible fluctuations in salaries, pending union negotiations. New items include comics/manga, Overdrive Advantage, and foreign language books, specifically Spanish, Korean, and Chinese. He also is separating the children and teen programming budget lines. He is reviewing and utilizing unused donation funds where he can. He will be reaching out to the William Irwin who made a donation for large print books. Mrs. Rennie noted that the Rohrbach Foundation is the foundation for Mrs. Thompson's family. He also will be looking into estimated income from other donations, fines, and other income possibilities.

He shared the other transition items which he is working on, including new programs and initiatives, organizing and reviewing all service contracts and vendor arrangements, and researching and reviewing library procedures, policies, and staff duties.

He met with the leadership of the Friends of the Ramsey Library and also attended their Monday, January 7th meeting.

He will be working the Tuesday evening reference desk shift and is part of the rotating Saturday schedule.

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Director Latham will be presenting at the BCCLS Maker Conference; he is the chairman of the Technology Committee which is running the event. Ms. Burnette, Ms. Newton, and Ms. Suarez will be attending the conference and working with Director Latham on the Ramsey library's three-day NJ Maker's Day event in March. Additionally, Ms. Burnette will be attending the BCCLS Mock Awards event. Assistant Director Elwell will be attending a BCCLS training event for the LEAP software, the new circulation software. Going forward, she will be providing staff LEAP training to go along with the online webinars that BCCLS will have available.

Director Latham summarized the recent library events for children, teens, and adults. He noted that a new children's Playtime event with a sensory touch/free play option has been added. He will be running a 1980's Trivia Night event on Thursday, January 31st. The Sunday concert/cultural series will be updated. A few large community events will be held in 2019 such as ComicCon, Harvest Festival, Halloween Haunted House, as well as the aforementioned NJ Maker's Day in March. He is introducing new STEAM technologies and has added new one-on-one training sessions for adults.

Assistant Director Elwell has been working on incorporating the new LibCal event calendar service which should be ready by February.

The first meeting of the library board's pre-meeting executive committee was held on Thursday, December 27th with Mrs. Martin and Mr. Phelan.

The library received and paid from its checking account an outstanding legal bill from the 2018 fiscal year in the amount of \$23,920 that was due to the Borough of Ramsey. Mrs. Martin was contacted before the bill was paid.

Wrapping up the 2018 budget, the library received a check from the borough in the amount of \$62,311.46 for the end of the year. The library looks to be under budget by over \$70,000.

Pascack Data Services replaced and installed a new battery backup for the library's public computer/WiFi networks at a cost of \$2,163.53. Director Latham will be reviewing the PDS contract and the services they provide.

He received training on the use of the library's security camera system and integration on his computer and mobile phone.

ASSA ABLOY came to look at the front sliding doors which were getting stuck open. They made minor repairs and suggested an annual service contract at a cost of \$1,800 as some of the library equipment is older and will likely need regular repairs. The repairs cost \$330.21. There will be no service contract at this time.

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Regarding the leaks in the program room, Carlson Brothers has been on site to correct the issue. They made minor repairs to the roof but there was another minor leak after those repairs. Further minor repairs were made and since then there have been no leaks. Monitoring will continue.

All generator repairs have been completed by Warshauer Electric Supply Company at a cost of \$4,880.32. The automatic transfer switch is fixed, and the generator is functioning normally.

The bill for Reiner's previous service of the HVAC system to address leaks above the circulation desk was paid in the amount of \$2,470.14 in December.

Director Latham and Assistant Director Elwell have been working with Ben Friedman of Village Marketing LLC on designs and content for the library's new website, which will be run and hosted through Squarespace. It is hoped that the website will be launched by early February. New logo designs for the library are being considered. Stephen Kaplan, a Ramsey resident, will be taking library photographs for the website.

Director Latham scheduled a morning staff meeting for Friday, January 18th. The public will be informed that the library will open at 11 a.m.

Director Latham provided details of an incident with an adult patron on Thursday, December 18th.

Director Latham will be bringing one or two policies to the monthly library board meeting so that the library policies can be refreshed and updated. Upon motion by Mrs. Rennie, seconded by Mrs. FitzPatrick, the Laptop Lending Policy was unanimously approved. It was noted that inappropriate sites are covered in another policy.

Director Latham presented a new policy, Tech Lending Policy, for library board consideration. The policy was discussed and the only change which was made from the original was the increase from a one dollar fine to a ten dollar fine for return of a kit/game to another library. Upon motion by Mrs. Rennie, seconded by Mrs. Thompson, the Tech Lending Policy was unanimously approved.

Upon motion by Mrs. Ohnegian, seconded by Mr. Phelan, the BCCLS Certification of Agreement was unanimously approved.

There were twenty hours of overtime in December and 54.25 hours of comp time were paid out.

In December, there were twenty-seven programs attended by 261 patrons.

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Consent Resolution: None

Public Comment: None

Unfinished Business: None

New Business: None

At 8:20 p.m., the meeting was closed on motion by Mrs. Rennie, seconded by Mrs. Thompson, and passed.